

MCHENRY COUNTY CONSERVATION DISTRICT
RESOLUTION #20-12

ACCEPTING THE FUNDING REQUEST GUIDELINES FOR PROJECT SUBMITTALS
TO THE MCHENRY COUNTY CONSERVATION FOUNDATION, ~~FROM THE MCHENRY
COUNTY CONSERVATION DISTRICT PROJECTS LISTED FOR FY 2021~~ JMS 2/25/2020

WHEREAS, the McHenry County Conservation District (hereinafter referred to as the "District"), is a conservation district organized and existing under the laws of the State of Illinois (70 ILCS 410); and

WHEREAS, the McHenry County Conservation Foundation (hereinafter referred to as the "Foundation"), is a 501(c)3 non-profit organizations classified by the Internal Revenue Service as a 509(a)3, type 1; and

WHEREAS, the District and the Foundation have been working to establish processes and procedures meant to enhance the current funding request process between the two organizations, as well as internal and external communications regarding project reporting; and

WHEREAS, the discussion has led to the creation of funding request guidelines as well as related forms, which will serve as a guide for all future funding request; and

WHEREAS, the District Managers have identified priority projects for FY 2021, FY 2022, and FY 2023 and which have been arranged according to the Foundation identified priority funding areas.

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the District that it is necessary, desirable, and in the best interest of the District and the residents of McHenry County to accept the Funding Request Guidelines and associated forms as presented, and the President and Secretary of the Board of Trustees are hereby authorized to execute this resolution and the Executive Director is authorized to execute other necessary documents to execute the intent of this resolution.

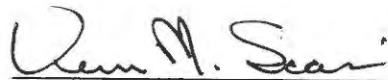
IN WITNESS WHEREOF, this Resolution #20-12 has now been executed this 25th day of February, 2020 by the President and attested by the Secretary of the Board of Trustees of the District.

Ayes: 7

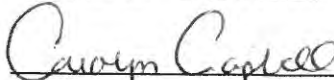
Nays: 0

Absent: 0

Abstain: 0



VERNON SCACCI, PRESIDENT
BOARD OF TRUSTEES



CAROLYN CAMPBELL, SECRETARY
BOARD OF TRUSTEES



Funding Request Guidelines
2/25/2020

The McHenry County Conservation Foundation's mission is to support, sustain, and advance the public conservation, education, and recreation programs of the McHenry County Conservation District and its partners. In order to further this mission, the Foundation receives gifts made in support of the McHenry County Conservation District, manages investments established to further the District's work, and ensures that gift funds are kept separate from government funds and used consistent with donor intent. In doing so, the Foundation strives to promote, nurture and expand the culture of support for the McHenry County Conservation District.

It is the goal of the McHenry County Conservation Foundation's Board of Trustees to use unrestricted funds managed by the Foundation to support a variety of District projects, while also adhering to their fiscal responsibilities. As such, in order to ensure that the McHenry County Conservation District is able to successfully implement a wide range of projects—and that these projects are completed and communicated with the Foundation's supporters in a timely fashion—the Foundation Board of Trustees asks that funding requests from the District's staff to the Foundation's Board follow the following guidelines and procedures.

PROJECT IDENTIFICATION

On an annual basis, the Foundation's Executive Director will reach out to the District's Executive Leadership Team and request that they review and make edits to the Priority Project Funding Request document. This document is meant to serve as a fundraising tool for three fiscal years—the approaching year and the two following. The Executive Leadership Team may share the document with their managers and request that they add, remove, or edit projects accordingly. Once complete, this document will be reviewed by the Foundation's Executive Director, the District's Executive Director, and the District's Board of Directors to ensure that all projects identified meet the overall goals, objectives, and mission of the District, as well as those of the Foundation.

FOUNDATION FUNDING

The project list will serve to guide the Foundation's fundraising efforts, which are multifaceted. There are projects that may only be funded if project-specific funds are secured via individuals gifts, corporate sponsorship/support, or grant funding. Other projects may be funded through unrestricted dollars received by the Foundation. For project funding with unrestricted dollars, the following steps should be followed:

Step 1: Project leader will complete a Funding Request and a Funding Request Budget.

Step 2: Department Manager will review the completed documents and must approve of the request before making any necessary adjustments and moving to Step 3.

Step 3: If the Department Manager approves of the Funding Request, they will share it with their Department Director, who will review and must approve of the request before making any necessary adjustments and moving to Step 4.

Step 4: If the Department Director approves of the Funding Request, they will share it with the Executive Director of the McHenry County Conservation District and the Executive Director of the McHenry County Conservation Foundation. Both parties will review and must approve of the request before making any necessary adjustments and moving to Step 5.

Step 5: The Executive Director of the McHenry County Conservation District will place the request on the agenda of an upcoming board meeting of the McHenry County Conservation District's Board of Trustees. The Board of Trustees will review the request and must approve of it before moving to Step 6.

Step 6: Funding requests approved by the McHenry County Conservation District Board of Trustees will be shared by the District's Executive Director with the Foundation's Executive Director. All approved projects are to be placed on the agenda of an upcoming board meeting of the McHenry County Conservation Foundation. The McHenry County Conservation Foundation Board of Directors will then move to fund requests at their meeting, guided by their fiscal responsibility to both the organization and its supporters.

If a Request is Funded:

- **If Funds are Required Upfront:** The McHenry County Conservation District will be responsible for requesting funds from the McHenry County Conservation Foundation through the desk of the District's Executive Director. The project manager or their supervisor will also be required to submit a progress report, as well as an updated budget, to the McHenry County Conservation Foundation through the desk of the District's Executive Director annually until the project is completed. A final report at project completion will also be required.
- **If Funds are to be Reimbursed:** The project manager will follow the same process as above, except reports should align with reimbursement requests.

All funded projects will also be placed on the District's Master Project Tracking Document, which is updated by the District's Leadership Team quarterly.

If a Project is not Funded: The Executive Director of the Foundation will reach out to the Director of the appropriate District division to share with them any relevant details as to why.



Funding Request Form

Please submit with the required budget worksheet.

Project Title:

Project Manager:

Project Description:

Project Goal(s):

Total Project Budget:

Funds Needed from McHenry County Conservation Foundation:

If Foundation Request is for Partial Funding, List Other Funding Sources:

Date Funds are Needed By:

Expected Project Start Date:

Expected Project End Date:



Project Progress Report

If requesting reimbursement, please submit with the required expense worksheet.

Project Title:

Project Manager:

Project Update:

How are Project Goal(s) Being Accomplished:

Reimbursement Request:

If Project is Delayed, Please Update Below Dates:

Expected Project Start Date:

Expected Project End Date: